



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASES
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0323

IN REPLY REFER TO:

2000

G600

MAR 18 2002

POLICY STATEMENT 4-02

From: Commander
To: Distribution List

Subj: MOBILE TELEPHONE AND PAGER USE POLICY

Ref: (a) MARADMIN 375-01 Interim Policy on Appropriate Use of Personal Electronic Devices
(b) DoD 5500.7-R The Joint Ethics Regulation

1. Purpose. To establish policy and emphasize the need for vigilance and care in the use of government-provided mobile telephones and pagers.
2. Background. The demand for government-provided mobile phones and pagers grows everyday. Additionally, since the lines between work and leisure are getting blurred, users are not always sure if they are using these devices within the letter and spirit of the law. Increased awareness of security vulnerabilities, fiscal constraints, and ethics regulations will provide employees with a better understanding of how to properly use government-provided mobile phones and pagers in accordance with references (a) and (b).
3. Policy.

a. MARCORLOGBASES personnel will use regular government-provided desktop telephone assets instead of mobile telephones whenever desktop telephone assets can provide reliable and cost-effective communications. For long-distance phone calls, when possible, the Defense Switched Network (DSN) will be used. Mobile telephone use will be limited to those requirements that cannot be satisfied via regular government-provided desktop telephones or other means of communications, e.g., email.

b. Mobile telephone use will be used primarily for conducting official government business, but other calls are authorized as defined below.

(1) Official use: Official use includes communications that the Command determines are necessary. Official use also includes calls to 911, to an emergency room, to help with personal safety or security, etc.

Subj: MOBILE TELEPHONE AND PAGER USE POLICY

(2) Authorized use: Authorized use includes brief, infrequent communications of a personal nature that do not otherwise violate reference (b). An example of an authorized call is notifying a spouse of a late arrival when the traveler's plane is broken down on the tarmac just prior to take off. Another example is calling for a tow truck if the user's car has broken down. Such communications shall:

(a) Not adversely affect the performance of official duties by the Marine/employee or the employee's organization

(b) Not be for personal gain

(c) Serve a legitimate public interest - The user should have no problem with his or her record of phone numbers called and received being made public.

(d) Not adversely reflect upon the Marine Corps

(e) At no time cost the government money beyond what it pays for the phone's rate plan - If the user exceeds his plans' minutes due to one or more authorized calls, he will reimburse the government for those authorized calls above his rate plan.

c. Mobile telephones will not be acquired for use in any situation solely for personal convenience or as a substitute when a more economical alternative, such as regular government-provided desktop telephone assets, are available.

d. The government will not accept liability for air-time costs, long-distance charges, monthly recurring costs or any other costs made by government personnel using a non-government issued wireless device, except as authorized by the Commander in emergency or other severe circumstances for official government business.

e. Mobile telephones should not be provided to contractor personnel unless specified as Government Furnished Equipment (GFE) in the contract with cost responsibilities set forth. Under such terms, the contractor personnel must receive a copy of this policy and be informed of the authorized uses of the mobile telephone under their contract.

f. Mobile telephones will not be carried into areas where classified information is stored or processed.

g. Classified or highly-sensitive government information will not be discussed over a mobile telephone. All mobile telephones are subject to monitoring by unauthorized entities.

h. As a general rule of safety, mobile telephones will not be used while driving a vehicle. More and more local and state laws forbid this. If local laws allow and safety can be assured, a hands-free device can be used to make calls while driving.

Subj: MOBILE TELEPHONE AND PAGER USE POLICY

i. Employees in possession of mobile telephones and pagers are required to take appropriate precautions to prevent theft and vandalism of the government-provided mobile telephone or pager.

j. Like mobile phones, government-provided pagers follow the same rules for official and authorized use. However, the primary abuse of pagers to be avoided is personal gain.

4. Action. The following lists areas of responsibility.

a. Local IT sections, i.e., ISMO, ISD, S-6:

(1) Ensure written procedures are established for issuance of and maintenance of mobile telephones.

(2) Ensure that the recipient of a mobile phone understands their responsibilities in using the mobile telephone and signs a user acknowledge form indicating such. Users will be provided a copy of this policy and their rate plan.

(3) Include in the required annual security awareness brief the vulnerabilities associated with the use of mobile telephones.

(4) Establish written procedures to identify abusers of mobile telephones and to initiate procedures to recover costs owed to the government.

(5) Periodically review mobile telephone billing records to ensure compliance with established use procedures.

b. Users:

(1) Reimburse the government for the repair or replacement of a damaged, lost or stolen mobile telephone, if its damage, loss, or theft was due to user negligence.

(2) Reimburse the government for unauthorized use (includes use by other individuals) or unauthorized charges.

(3) Return the mobile telephone to the Responsible Officer (RO) when it is no longer required to carry out work assignments.

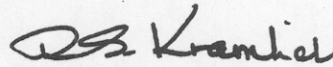
(4) Be thoroughly familiar with the rate plan and calling area of the phone assigned to them.

Subj: MOBILE TELEPHONE AND PAGER USE POLICY

5. Administrative Actions. Failure to abide by this policy will result in administrative or punitive action. Misuse of mobile telephones may result in criminal, civil or administrative action including suspension or dismissal. Employees may be required to reimburse the government for any cost incurred above the applicable rate plan due to misuse.

6. Point of Contact. Address questions concerning Information Assurance to MARCORLOGBASES AC/S, G6 Information Technology Department, Information Assurance Office (G620) at DSN 567-7133 or Commercial (229)-639-7133. Email is matcomg6iaooffice@matcom.usmc.mil. Information can also be obtained from the MARCORLOGBASES G6 Information Assurance Office website at <http://www.ala.usmc.mil/iao>.

7. Applicability. This policy is applicable throughout all activities aboard MCLB Albany, MCLB Barstow, and Blount Island Command.


R. S. KRAMLICH

Distribution: A